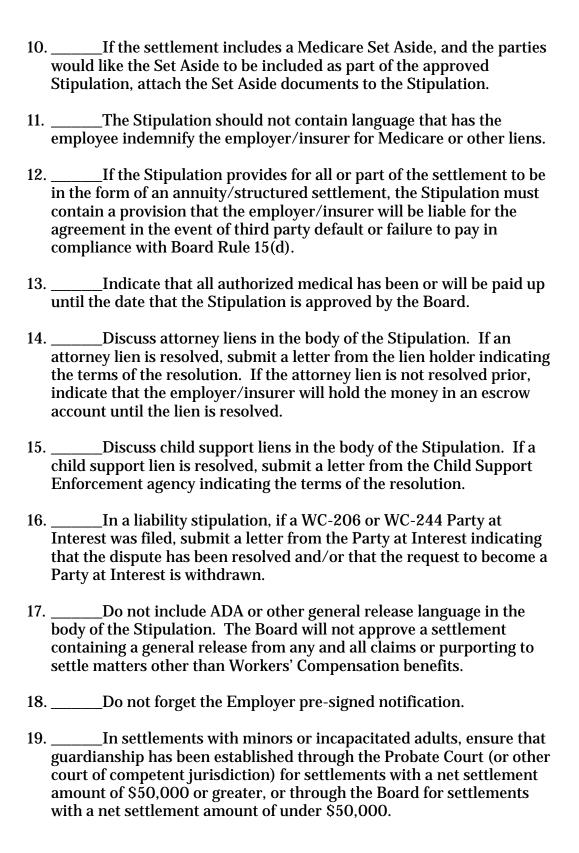
CHECKLIST FOR LIABILITY STIPULATIONS

1.	Include the name, address and phone number of each party on the front page of the Stipulation. Be sure to include the Subsequent Injury Trust Fund if it is a Party at Interest.
2.	Include the Claimant's Social Security Number/ICMS Claim Number on the front page of the Stipulation.
3.	Include the Tax ID number of the Claimant's attorney.
4.	Include the date(s) of injury on the front page of the Stipulation. Submit a WC-1 for each date of injury that is covered by the Stipulation. The WC-1s should be submitted as part of the supporting documentation.
5.	If filing electronically, submit one copy of the Stipulation and one copy of the Supporting Documents to the Board. Separate the Stipulation from the Supporting Documents.
6.	If not filing electronically, submit the original Stipulation and a copy for each party and date of injury. (For example, if there are 5 parties and three dates of injury are being resolved, submit the original and 8 copies of the stipulation.) Do not forget to submit one $91/2$ " x $121/2$ " envelope for each party.
7.	Double check the math on the 25% attorney fee. Address the attorney fee in the body of the Stipulation.
8.	Itemize attorney expenses. They should be included in the body of the Stipulation.
9.	Social Security (Hartman) Language. Do not forget to utilize the Hartman Language in the Stipulation to pro-rate the Workers' Compensation settlement amount over the Claimant's lifetime, thereby reducing the Claimant's Social Security offset. Remember, however, that if the Stipulation contains language that divides the settlement amount into various categories (e.g., income benefits, future medical benefits, administrative costs of managing the claim, etc.,) then attorney's fees may only be taken on that portion of the settlement representing income benefits.



SUPPORTING DOCUMENTS FOR LIABILITY STIPULATIONS

1.	Include a WC-1 for each date of injury.
2.	Submit a copy of the attorney fee contract.
3.	Submit the most recent medical reports, including the PPD rating